APPLICANT TRACKING SYSTEMS

The robot between you and your next job
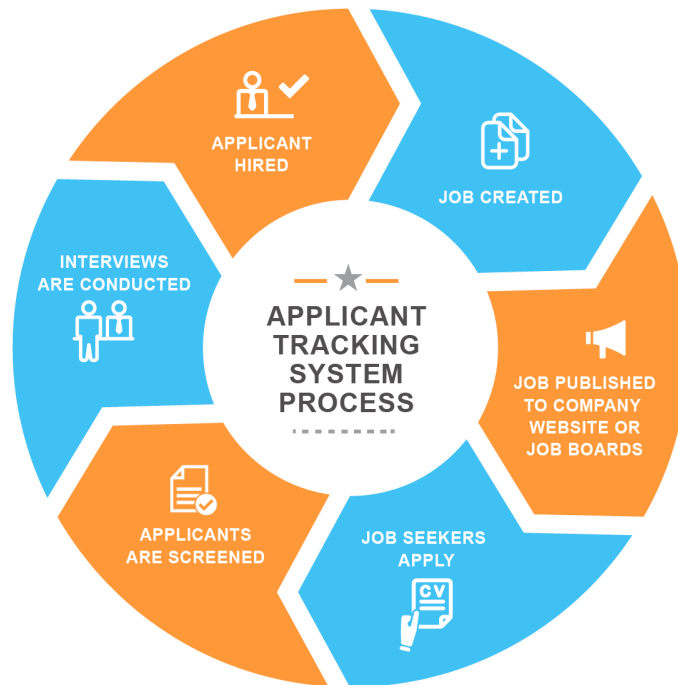
WHAT IS AN APPLICANT TRACKING SYSTEM (ATS)?

- An applicant tracking system is software that supports recruitment and hiring initiatives of an organization.

- When applying online for a job, an ATS is the first stop in processing your resume.

- An ATS determines whether your resume will reach a human recruiter, by using algorithms to determine the best fit candidates.

WHY EMPLOYERS USE APPLICANT TRACKING SYSTEMS (ATS)?

- Most employers are hiring for several positions concurrently, ATS keeps them organized.

- ATS sort and recommend the best fit candidates quickly and easily

WHY ARE ATS A PROBLEM FOR JOB SEEKERS?

- Resumes must be optimized for an ATS

- Filter & ranking using ATS can miss qualified candidates

- Formatting matters, if the ATS can not scan it, the recruiter will not see it

How does an ATS work?

The view of the job seeker

APPLICANT
HIRED

JOB CREATED

INTERVIEWS
ARE CONDUCTED

APPLICANT
TRACKING
SYSTEM
PROCESS

JOB PUBLISHED
TO COMPANY
WEBSITE OR
JOB BOARDS

APPLICANTS
ARE SCREENED

JOB SEEKERS
APPLY

Jobscan

The view of the recruiter

What Happens to Your Resume in an Applicant Tracking System?

1. Your resume is submitted to the ATS

ATS

2. Information is extracted from your resume or "parsed"

3. Information is then organized into sections

EDUCATION   CONTACT INFO   SKILLS   WORK EXPERIENCE

4. Recruiter / hiring manager searches ATS by keyword

ATS

5. Resumes with matching keywords are viewed by recruiter/hiring manager

ATS

9.8 MATCHED

Jobscan

Tips for an ATS Optimized Resume

Target your resume for each and every job you apply for

Directly link qualifications found in the job description to your own qualifications or experiences

Use the keywords located in the job description in targeting the skills, knowledge and abilities you describe

Focus on the most relevant work experience and describe using the terms in the job description

Keep the formatting simple so the ATS can accurately translate the information

Jobscan
www.jobscan.co

Use www.jobscan.co as a resource to check the match rate on your resume before applying for a specific job.